



OM Fields

This reference defines the fields that are included in the Create New Position, position action 100, screens and tabs. The fields are list in the order they display on the SAP screen, reading left to right for each row.

Position Data on the General Tab

Field Name	Field Description
Position	The SAP eight-digit position code (perform a search for the correct position title) for the position to be maintained.
Valid from	Beginning date of the organizational assignment which identifies the start of a validity period. For existing Legacy positions, the start date was established as 01/01/1900. Note: The Validity period, also referred to as the effective date range, identifies the lifespan assigned to an object or an infotype record, or the period of time that these items "exist". Validity periods consist of a start date and end date.
Valid to	Contains a date that identifies the end of the validity period which is the ending date of the organizational assignment; if the assignment is ongoing, the "end of time" 12/31/9999 is entered.
Infotype status	Identifies whether the infotype is in planned or current status. Position infotypes will remain in planned status until all approvals have been obtained.
Work Flow Status	This field, automatically populated by SAP, displays the current status of a workflow item, such as "N" for in progress, "A" for has been approved by one or more approvers, "R" for rejected, and M for complete.



OM Fields

Position Data on the General Tab

Action Goto System Help

Create New Position - DISPLAY

General Address Time Cost

Position
 Position 61000985 TRANSPORTATION STAFF ENGINEER I_TRGTEST
 Valid from 10/10/2007 to 12/31/9999
 Infotype status 2 Planned Work Flow Status N In Process PCR Number 5000000504
 Position abbr. TRANS STAFF Position Name TRANSPORTATION STAFF ENGINEER I_TRGTEST
☒ Open ☐ Vacancy filled
 Company Code NC02 STATE OF NC Personnel area 1501 Transportation
 Business Area 1500 Dept of Transportation Pers. subarea NC08 7 day Interface
 Employee group SPA Bi-Weekly EE subgroup A1 FT N-FLSAOT Perm
 Hours per Week 40.00
 SOC Code 132011 Accountants and Auditors
 County Code 032 Durham
 Position Types: None ☐ Emergency ☒ Essential ☒ Key Non-Key Position ☐

Field Name	Field Description
PCR Number	Stores the searchable, SAP generated ten-digit number used to designate a workflow item.
Position abbr.	Name of the Position abbreviation. Position short text is a 12 character field. Not all 12 characters have to be used. Start each short text word with a capital letter and follow the naming conventions of your agency.
Position Name	Full description of Position Name, up to 40 characters long, followed by a dash, followed by the Job Group name.
Open	Indicates that the position is vacant.
Vacancy filled	Indicates that the position is held by an employee.
Company code	Represents the highest levels of the organizational structure. Use NC01 for all agencies, except for Transportation and Employment Security Commission. Their code is NC02. All agencies except DOT and ESC use NC01.
Personnel area (Pers. Area)	Code that identifies the agency and division associated with the position. Some examples are: For Company Code NC01 <ul style="list-style-type: none"> 1401 State Controller 1601 Environment and Natural Resources Z101 State Personnel 8701 School of Science and Math



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General Address Time Cost

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 Valid from: 10/10/2007 to 12/31/9999
 Infotype status: 2 Planned Work Flow Status: N In Process PCR Number: 5000000504
 Position abbr.: TRANS STAFF Position Name: TRANSPORTATION STAFF ENGINEER I_TRGTEST
☒ Open ☐ Vacancy filled

Company Code: NC02 STATE OF NC Personnel area: 1501 Transportation
 Business Area: 1500 Dept of Transportation Pers. subarea: NC08 7day Interface
 Employee group: SPA Bi-Weekly EE subgroup: A1 FT N-FLSAOT Perm
 Hours per Week: 40.00
 SOC Code: 132011 Accountants and Auditors
 County Code: 032 Durham
 Position Types: None ☐ Emergency ☒ Essential ☒ Key Non-Key Position ☐

Field Name	Field Description
	For Company Code NC02 <ul style="list-style-type: none"> • Transportation • Employment Security Commission The Personnel Area is tied directly to the company code and is used by Payroll to identify the specific agency for which the employee works. A company code can include one or more Personnel Areas. Personnel Area is important for selecting dates for reporting. Personnel areas determine where wages and salaries are posted and from where they are paid.
Business Area	In most cases, represents the agency. The exceptions are: <ul style="list-style-type: none"> • Justice (SBI) • HHS (403-b) • CCPS (Highway Patrol) NOTE: A Business Area is a unit within a company code used by Finance to complete set of income statements and balance sheets. The Business Area represents a separate area of operations or responsibilities within an organization.



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Company Code: NC02 STATE OF NC Personnel area: 1501 Transportation
 Business Area: 1500 Dept of Transportation Pers. subarea: NC08 7 day Interface
 Employee group: SPA Bi-Weekly EE subgroup: A1 FT N-FLSAOT Perm
 Hours per Week: 40.00
 SOC Code: 132011 Accountants and Auditors
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 Position Types: None ☐ Emergency ☒ Essential ☒ Key Non-Key Position ☐

Field Name	Field Description
Pers. subarea (Personnel subarea)	<p>Code that defines various working schedules so that Time Management can define groups of specific time entry rules. Some examples include:</p> <ul style="list-style-type: none"> NC01 7 day Norm NC04 7 day EI/Ap NC07 7 day Temp NC09 7 day External <p>The Personnel subgroup groups similar jobs to conform to time and attendance rules. There are five key elements that determine an employee's Personnel Subarea assignment:</p> <ul style="list-style-type: none"> Calendar assignment Relationship to the state (regular vs. temp vs. elected vs. contractor) Quota accrual rules/requirements Work schedule rule (to restrict the available work schedules) Working period (which defines Overtime Period) <p>See the <i>Personnel Area and Subarea (PSA)</i> job aid that is available on the Beacon University Help website for detailed information concerning the relevant PSAs associated with each Personnel Area.</p>



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Field Name	Field Description
Employee Group (EE Grp, EE Group, EG)	<p>Assigns the appointment type and establishes rules for calculating leave and managing pay. Some field values include:</p> <ul style="list-style-type: none"> A SPA Employees (Subject to Personnel Act employees) K EPA Employees (Exempt from Personnel Act Employees) O Supplemental Staff (temporaries, pick up firefighter, National Guard, contractor, etc.) P SPA Bi-Weekly <p>See the <i>Employee Groups and Subgroups Definitions</i> job aid that is available on the Beacon University Help website for detailed information.</p>



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 Hours per Week: 40.00
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 Position Types: None ☐ Emergency ☒ Essential ☒ Key Non-Key Position ☐

Field Name	Field Description
EE Subgroup (Employee subgroup, ESG)	<p>The EE subgroup field:</p> <ul style="list-style-type: none"> Defines the position work status (full time, part time) and the position work schedule. Determines detailed and specific calculation rules for employee pay. Defines if the position is subject to or not subject to FLSA Overtime (OT). <p>Some examples of the EE subgroup for the SPA Employees EE group include:</p> <ul style="list-style-type: none"> A1 FT N-FLSAOT Perm (Full-time, not subject to FLSA Overtime, Permanent) A2 FT N-FLSAOT Prob (Full-time, Not-Subject to FLSA Overtime, Probation) B1 FT S-FLSAOT Perm (Full-time, Subject to Overtime, Permanent) <p>See the <i>Employee Groups and Subgroups Definitions</i> job aid that is available on the Beacon University Help website for detailed information.</p>
Hours per Week	Represents the budgeted number of hours per week for the position. In most cases the value will be 40 hours per week.
SOC Code	Stores the Standard Occupational Classification occupational code for the position. SAP assigns the SOC code for graded positions. For banded positions, the SOC code will be determined by the agency.
County Code	Contains the three-digit code for the county where the position is located.



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 Position Types: None ☐ Emergency ☒ Essential ☒ Key Non-Key Position ☐

Field Name	Field Description
Position Types	<p>The State has three separate designations for critical positions which are defined as follows:</p> <ul style="list-style-type: none"> • Emergency – A positions designated by an agency that is mandatory/essential to agency operations during adverse weather or other conditions of a serious nature that prohibit some employees from reporting to work but do not necessitate the closing of state offices and facilities; or a position designated that is mandatory/essential during emergency conditions that necessitate the closing of state offices or curtailing of operations. These designations are related only to the “Adverse Weather and Emergency Closing” policy in the State Personnel Manual. • Essential – A position designated by an Executive Branch Department Head with the approval of the Office of State Budget and Management as exempt from an Executive Order prohibiting the filling of positions. Essential positions include positions directly related to law enforcement and public safety, classroom instruction, and the custody or care of persons for whom the state has a constitutional duty to serve. Administrative and support positions are not deemed essential, but the Office of State Budget and Management may designate additional positions as an Essential Position depending upon the circumstances of each request. • Key – A position that requires specialized knowledge that is unique within the organization. The specialized knowledge is essential for the organization to meet the goals and objectives that are linked to its mission or statutory requirements. The loss of an employee in a key position would lead to immediate difficulties in getting the work accomplished. <p>A position can be designed with more than one type. If no types are applicable, select None.</p>



OM Fields

Position Relationships Data on the General Tab

Position Relationships		
Org Unit	10000017	Department of Transportation
Job	30004118	TRANSPORTATION STAFF ENGINEER I
Reports To	54215881	TRANS ENGR DIRECTOR III

Field Name	Field Description
Org Unit	Contains the eight-digit number that represents the organizational unit to which the position belongs.
Job	Contains the eight-digit number for the job assigned to the position.
Reports to	Contains the eight-digit position number that represents the supervising (chief) position for the organizational unit.

Pay Grade tab on the General tab

Note: The fields on this tab are automatically populated from the Planned Compensation infotype record for the Job.

Pay Grade		Pay Scale	
Salary structure data			
Ctry Grouping	USA	Pay grade	GR74
Pay grade type	01 Graded	Level	GR To GR
Area	01 Annual Salaries	Key Date for Display	10/10/2007
Currency key	USD		
Pay grade	41,802.00	To	69,093.00
Reference salary	55,448.00		
Time unit	Annually		

Field Name	Field Description
Ctry Grouping	Indicates the country that is used in the Human Resources components of SAP. Accept USA , for United States as the default value. This field is populated from the Planned Compensation infotype for the Job.
Pay grade	The code for a group of similar jobs for employee compensation. A pay grade is defined by the country, the pay grade type and the pay grade area. A pay grade can be divided into several pay grade levels. This field is populated from the Planned Compensation infotype for the Job.



OM Fields

Pay Grade tab on the General tab

Note: The fields on this tab are automatically populated from the Planned Compensation infotype record for the Job.

Salary structure data	
Ctry Grouping	USA
Pay grade type	01 Graded
Area	01 Annual Salaries
Currency key	USD
Pay grade	41,802.00
Reference salary	55,448.00
Time unit	Annually
Pay grade	GR74
Level	GR
Key Date for Display	10/10/2007

Field Name	Field Description
Pay grade type	Distinguishes between the different types of pay grade structures, such as: <ul style="list-style-type: none"> • 01 Graded • 02 Banded • 03 Flat rate • 04 T-Grade • 05 X-Grade This field is populated from the Planned Compensation infotype for the Job.
Level (Pay grade level)	Defines the code for the salary range within the pay grade. Each level has a minimum and a maximum amount. This field is populated from the Planned Compensation infotype for the Job.
Pay grade area	Distinguishes the salary structure. Some examples include: <ul style="list-style-type: none"> • 09 Flat Rate Judicial • 14 Flat Rate Judicial Hourly
Key Date for Display	Defaults to today's date. This field confirms that the data displayed on the tab is current.
Currency key	Accept USD, for US dollars as the default value.
Pay grade	Stores the minimum of pay range. This field is populated by the Planned Compensation infotype record for the Job.
Pay grade to	Stores the maximum of pay range. This field is populated by the Planned Compensation infotype record for the Job.



OM Fields

Pay Grade tab on the General tab

Note: The fields on this tab are automatically populated from the Planned Compensation infotype record for the Job.

Pay Grade		Pay Scale	
Salary structure data			
Ctry Grouping	USA	Pay grade	GR74
Pay grade type	01 Graded	Level	GR To GR
Area	01 Annual Salaries	Key Date for Display	10/10/2007
Currency key	USD		
Pay grade	41,802.00	To	69,093.00
Reference salary	55,448.00		
Time unit	Annually		

Field Name	Field Description
Reference salary	<p>Contains an absolute amount that can be used as a reference point in the pay grade. The reference salary represents the midpoint of the pay grade. This field is populated by the Planned Compensation infotype record for the Job.</p> <p>If the position is banded, the reference salary is one market index (journey) of the band.</p> <p>Example: The minimum paid for the pay grade is USD 4000 and the maximum paid is USD 6000. The reference salary in your organization represents the midpoint. In this case, the reference salary would be USD 5000.</p>
Time unit	<p>Determines which unit of time is used to calculate/display amounts in compensation administration. Values can be:</p> <ul style="list-style-type: none"> Monthly Annually Hourly Weekly This field is populated by the Planned Compensation infotype record for the Job.



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Pay Scale tab on the General tab

Note: The fields on this tab are automatically populated from the Planned Compensation infotype record for the Job.

Pay Grade		Pay Scale		Direct	
Pay scale structure data					
Country Grouping	USA				
P.scale type	03	Flat Rate			
PS Area	09	Judicial			
ESG for CAP	3				
Pay Scale Group	J060	To	J060		
PS level	06	To	06		
Key Date for Display	10/17/2007				
Currency key	USD	United States Dollar			
Amount	51,692.00	To	51,692.00		
Time unit	Monthly				

Field Name	Field Description
Ctry Grouping (Country Grouping)	Indicates the country that is used in the Human Resources components of SAP. Accept USA , for United States as the default value.
ESG for CAP	This is the Employee Subgroup for the Capacity field which is set at configuration and is always "3".
P. scale type	Distinguishes between the different types of pay grade structures, such as: <ul style="list-style-type: none"> • 01 Graded • 02 Banded • 03 Flat rate • 04 T-Grade • 05 X-Grade
Pay Scale Group	Defines the code for the salary range within the pay grade. Each level has a minimum and a maximum amount.
PS Area	Distinguishes the salary structure. Some examples include: <ul style="list-style-type: none"> • 09 Flat Rate Judicial • 14 Flat Rate Judicial Hourly
PS level	Defines the code for the salary range within the pay scale.



OM Fields

Pay Scale tab on the General tab

Note: The fields on this tab are automatically populated from the Planned Compensation infotype record for the Job.


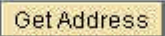

Pay Grade	Pay Scale	Direct
Pay scale structure data		
Country Grouping	USA	
P.scale type	03	Flat Rate
PS Area	09	Judicial
ESG for CAP	3	
Pay Scale Group	J060	To J060
PS level	06	To 06
Key Date for Display	10/17/2007	
Currency key	USD	United States Dollar
Amount	51,692.00	To 51,692.00
Time unit	Monthly	

Field Name	Field Description
Key Date for Display	Defaults to today's date. This field confirms that the data displayed on the tab is current.
Currency Key	Accept USD, for US dollars as the default value.
Amount	Stores the minimum and maximum pay range.
Time Unit	Stores the maximum of pay range.



OM Fields

Address Tab

General		Address		Time		Cost	
Position							
Position	61000985	TRANSPORTATION STAFF ENGINEER I_TRGTEST					
Valid from	10/10/2007	to	12/31/9999	Infotype status	2	Planned	
				Work Flow status	N	In Process	
Subtype							
	Main Address						
							
Address suppl.							
House no/Street	2612 NORTH DUKE STREET			House number			
Street							
PCode/City	27704	DURHAM					
Country	USA						
Region	NC	North Carolina					
Telephone no.							
	9195551212						
Fax number							
	9195551313						

Field Name	Field Description
Subtype (Address tab)	Expansion of the infotype record to store additional information. For Addresses the subtypes are <ul style="list-style-type: none"> • Courier • Mailing address • Main address
Address suppl.	Leave blank. This field is not used by BEACON.
House no/Street	Identifies the street name up to a maximum of 30 characters.
House number	Identifies the street number up to a maximum of 6 characters.
Street	Leave blank. This field is not used by BEACON.
P Code/City	Contains the postal (zip) code for the address and the city. For example, 27513 Raleigh
Country	Identifies the country. Accept USA, for United States of America as the default value.
Region	Contains the two-digit character code for a state. Select NC for North Carolina.
Telephone no.	Identifies the phone number for the workstation or desk assigned to the position.
Fax number	Identifies the fax number assigned to the position.



OM Fields

Time Tab

Note: To activate a time setting to the position, you must either select the indicator or enter data in the listed field.

General	Address	Time	Cost
Position Position <input type="text" value="61000001"/> Valid from <input type="text" value="10/17/2007"/> to <input type="text" value="12/31/9999"/> Infotype status <input type="text" value="2"/> Planned Work Flow status <input type="checkbox"/>			
Overtime Compensation(9005) Immediate Payout <input type="checkbox"/> OR Comp Aging Limit <input type="text"/> Days		Weekend Shift Premium(9009) Weekend Shift Prem Rate <input type="text"/> %	
Holiday Payout Period(9006) Immediate Payout <input type="checkbox"/> OR Comp Aging Limit <input type="text"/> Days		Holiday Premium Rate(9010) Holiday Premium Rate <input type="text"/> %	
Night Shift Premium(9007) Night Shift Prem Rate <input type="text"/> %		On-Call(9011) On-Call Comp Accrued <input type="checkbox"/> On-Call Rate \$ <input type="text"/>	
Evening Shift Premium(9008) Evening Shift Prem Rate <input type="text"/> %		Callback(9012) Callback Accrual <input type="checkbox"/>	
		Extended Duty(9016) Extended Duty Rate <input type="text"/> %	

Field Name	Field Description
Overtime Compensation (9005)	
Immediate Payout	Indicates if OT is to be paid out immediately.
Comp Aging Limit	Indicates if overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies.



OM Fields

Address Tab

General		Address		Time		Cost	
Position							
Position	61000985		TRANSPORTATION STAFF ENGINEER I_TRGTEST				
Valid from	10/10/2007		to	12/31/9999		Infotype status	2 Planned
						Work Flow status	N In Process
Subtype							
		Main Address				Get Address	
Address suppl.							
House no/Street	2612 NORTH DUKE STREET			House number			
Street							
PCode/City	27704		DURHAM				
Country	USA						
Region	NC		North Carolina				
Telephone no.							
		9195551212					
Fax number							
		9195551313					

Field Name	Field Description
Weekend Shift Premium (9009)	
Prem Rate	Indicates the weekend shift premium rate. Note: If OSP has approved a rate other than the default of 10%, the rate as a percentage must be entered in the rate field.
Holiday Payout Period (9006)	
Immediate Payout	Indicates if Holiday compensatory time is to be paid immediately.
Comp Aging Limit	Indicates if holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies.
Holiday Premium Rate (9010)	
Holiday Premium Rate	Indicates if the position is eligible for holiday premium rate. Note: If the OSP approved a rate other than the default of 50%, the rate as a percentage must be entered in the rate field.
Night Shift Premium Rate (9007)	
Night Shift Prem	Indicates the night shift premium rate. Note: If the OSP has approved a rate other than



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Address Tab

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Position							
Position	61000985		TRANSPORTATION STAFF ENGINEER I_TRGTEST				
Valid from	10/10/2007		to	12/31/9999		Infotype status	2 Planned
						Work Flow status	N In Process
Subtype							
		Main Address		Get Address			
Address suppl.							
House no/Street	2612 NORTH DUKE STREET			House number			
Street							
PCode/City	27704		DURHAM				
Country	USA						
Region	NC		North Carolina				
Telephone no.							
		9195551212					
Fax number							
		9195551313					

Field Name	Field Description
Rate	the default of 10%, the rate as a percentage must be entered in the rate field.
On-Call (9001)	
On-Call Comp Accrued	Indicates if the time is to be collected as On-Call comp time.
On-Call Rate	The OSP approved on-call rate, expressed in dollars and cents.
Evening Shift Premium (9008)	
Evening Shift Prem Rate	If OSP has approved a rate other than the default of 10%, the rate as a percentage must be entered in the rate field.
Callback (9012)	
Callback Accrual	Indicates if the compensation for callback will be accrued as comp time rather than pay.
Extended Duty (9016)	
Extended Duty Rate	The approved rate expressed as a percentage for extended duty.